



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Bohol

**Office of the Schools
 Division Superintendent**

February 12, 2024

DIVISION MEMORANDUM

No. 058 , s. 2024

**UPDATING OF THE WASH IN SCHOOLS ONLINE MONITORING SYSTEM
 THROUGH THE LEARNER INFORMATION SYSTEM**

To: Public Schools District Supervisors/Acting Public Schools District Supervisors
 School Administrators/School Heads
 Division WinS Focal Person
 School ICT Coordinators
 School Health Personnel
 All Others Concerned

1. A Virtual Coordination Meeting of the District ICT Coordinators was conducted last February 8, 2024, in connection to the integration of the WASH in Schools (WinS) Online Monitoring System (OMS) into the Learner Information System (LIS).
2. It was discussed during the meeting that the WinS database for all public elementary and secondary schools of the Division of Bohol will be updated on or before February 15, 2024.
3. In connection thereof, this office issues this memorandum to announce the following changes regarding the updating of the WinS Online Monitoring System:

A. Mode of updating

Area of concern	Previous modality	Changes	Description
WinS OMS site	http://wins.sysdb.site/Login/	https://lis.deped.gov.ph/	Accessed through the LIS website
WinS OMS tool	version 2017-06-04.xlsx	winsomsform_2022_07_15.xlsx	Can be downloaded from the WinS OMS in the LIS website



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B. WinS Roles

Level	WinS Administrator	WinS Officer/Coordinator
Division	Division IT Officer	Division WinS Focal Person and Division WinS Coordinators
School	School ICT Coordinator	School Head

C. Functions of WinS Roles in the LIS

Role	Function
WinS Administrator	<ul style="list-style-type: none">• Assigns the WinS Officer/Coordinator role to the School Head's user account in the LIS• Can validate the uploaded WinS status reports
WinS Officer/Coordinator	<ul style="list-style-type: none">• Assigns the WinS Administrator role to the School ICT's user account• Downloads the WinS status reporting form in excel file from the WinS OMS in the LIS• Accomplishes the WinS OMS excel form• Uploads the accomplished excel file of the school WinS status report to the WinS OMS in the LIS• Validates the school's uploaded WinS status report in the system (for WinS Officer role)

4. Assigning of WinS Roles at the school level:

1. School Head logs into the LIS and assigns the WinS Administrator role to the School ICT's user account.
2. The School ICT logs into the LIS and assigns the WinS Officer or WinS Coordinator role to the School Head's user account.

5. Steps in the updating of the WinS Status report for schools:

1. School Head logs into the WinS OMS in the LIS and downloads the form in excel file and accomplishes the data required.
2. School Head uploads the accomplished excel file in the WinS OMS.
3. WinS Administrator validates the uploaded report in the system to ensure that the updating of the school's WinS status is recorded in the OMS.



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6. Furthermore, some important reminders on the uploading of the WinS Status Report of Schools to be noted are as follows:

School Year 2022-2023	<ul style="list-style-type: none">• The date of survey should not be later than November 30, 2023• Must be uploaded in the WinS OMS in the LIS on or before February 15, 2024.
School Year 2023-2024	<ul style="list-style-type: none">• Can be uploaded in the system not earlier than February 20, 2024 and may be submitted up to May 31, 2024.

7. Additional information and queries may be coursed to the **Division IT Officer, Ms. Dinah Florence B. Talan** or the **Division WinS Focal Person, Ms. Niña Charisse A. Ogayon, RN.**

8. For the information, dissemination, and compliance of all concerned.

CASIANA P. CABERTE, PhD, CESO VI
Schools Division Superintendent

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